



# BavPros Select Certified Pre-Owned Vehicle Inspection Checklist

Version 03/14/2007

## Vehicle History & Enrollment

DATE: \_\_\_\_\_ EMPLOYEE CONTACT NAME: \_\_\_\_\_ STOCK NO. \_\_\_\_\_  
 VIN: \_\_\_\_\_ MILEAGE: \_\_\_\_\_ MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_  
 BODY STYLE: \_\_\_\_\_ COLOR INTERIOR/EXTERIOR: \_\_\_\_\_ / \_\_\_\_\_  
 NUMBER OF KEYS: \_\_\_\_\_ NUMBER OF REMOTES: \_\_\_\_\_ OWNERS MANUAL: Y / N SERV. BOOKLET: Y / N  
 SOURCE : BMW FS OFF-LEASE \_\_\_\_\_ OTHER OFF-LEASE \_\_\_\_\_ AUCTION \_\_\_\_\_ OTHER: \_\_\_\_\_

ENROLLMENT DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ note: to be complete only when all criteria has been approved  
 SERVICE ADVISOR NAME: \_\_\_\_\_  
 REPAIR ORDER NO.: \_\_\_\_\_  
 ORIGINAL IN-SERVICE DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ ORIGINAL WARRANTY EXP. DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

In accordance with the Car Buyer Bill of Rights the following items have been verified by the selling dealer:

1. This vehicle has not sustained damage from impact, fire, or flood that substantially impairs its use or safety
2. This vehicle has not sustained frame damage
3. This odometer has not been rolled back, altered or replaced to show fewer miles than actually driven.
4. This vehicle has not been repurchased by a dealer or manufacturer due to state or federal "lemon laws"
5. This vehicle's title has not been branded as a lemon law buyback, manufacturers repurchase, salvage, junk, non-repairable, flood or similar designation by CA or another state
6. The vehicle is not sold "as is"
7. The dealer claims any and all warranties on the vehicle

In addition to the above items required by the Car Buyers Bill of Rights, the following items are included by this dealership:

CURRENT SERVICE INDICATOR DISPLAY: \_\_\_\_\_

INSTRUMENT CLUSTER:

Has the current cluster been replaced? YES / NO

If YES, does the current cluster reflect the TRUE and TOTAL miles? YES / NO

NOTE: IF "NO" VEHICLE NOT IS NOT QUALIFIED FOR SALE AS CPO!!!

CARFAX HISTORY REPORT PASS? YES / NO

NOTE: IF "NO" VEHICLE NOT IS NOT QUALIFIED FOR SALE AS CPO!!!

## VEHICLE MAINTENANCE HISTORY

OIL SERVICE:	Date of Service:	INSPECTIONS:	MISC SERVICE:
1) Y / N _____	_____	1) Y / N _____	NEXT SERVICE DUE: _____
2) Y / N _____	_____	2) Y / N _____	NEXT SERVICE DUE: _____
3) Y / N _____	_____	NEXT SERVICE DUE: _____	NEXT SERVICE DUE: _____
4) Y / N _____	_____		
NEXT SERVICE DUE: _____			

Circle Pass if the item is ok and Fail if adjustments are necessary. If Fail the note on Repair order or Comments

## BODY CKECK , FIT & FINISH:

Exterior walkaround

COMMENTS:

1. P / F - Check VIN plates
2. P / F - All body panels paint, peel, fading, etc.
3. P / F - Front and rear bumpers and splash shields
4. P / F - Paint thickness on all body panels. (Complete Diagram on pg.5)
5. P / F - Glass (all, including mirrors) O.E.M? Condition?
6. P / F - Headlight assemblies for condition O.E.M?
7. P / F - Fog light assemblies for condition
8. P / F - Turn signal/brake/side marker assemblies for condition
9. P / F - Front grill assemblies and emblems
10. P / F - Alignment of all body panels
11. P / F - Open & close all doors/trunk/hood/hatch
12. P / F - F&R License plate holders
13. P / F - Convertible Top condition (if in vehicle desc.)

**INTERIOR FINISH: CHECK FOR CLEANLINESS, WEAR, AND DAMAGE**

**COMMENTS:**

Enter Vehicle

14. P / F - Interior odor
15. P / F - Sill panels condition
16. P / F - Carpet condition
17. P / F - Headliner condition including sunroof liner
18. P / F - Seats covering condition
19. P / F - Door panels
20. P / F - Check all trim for gouges/scratches or missing
21. P / F - Instrument cluster for fading/cracks/scratches
22. P / F - Look for ashtray and lighter for presence
23. P / F - Center console condition
24. P / F - Sunvisor/ vanity mirror & lights
25. P / F - Steering wheel condition
26. P / F - Trunk trim panels/carpet
27. P / F - Tool kit completeness/jack and handle

**INTERIOR FUNCTIONS : CHECK FOR FUNCTION & QUALITY OF FUNCTION**

**COMMENTS:**

28. P / F - Window operation
29. P / F - Window shades
30. P / F - Rearview mirror function/lights
31. P / F - Side view mirror operation
32. P / F - Central lock switch/operation
33. P / F - All interior light functions, dome/map/door entry
34. P / F - Instrument dimmer switch/lights
35. P / F - Insert key in ignition/check chime
36. P / F - Key "ON"/check dash warning lights
37. P / F - Clocks
38. P / F - Check power outlet(s)
39. P / F - Remote hatch/trunk release
40. P / F - Hood release function
41. P / F - Lighter function/condition
42. P / F - Rear defroster
43. P / F - Hazard switch
44. P / F - Glovebox operation
45. P / F - Cupholder(s)
46. P / F - Seat operation
47. P / F - Seat heaters (if in vehicle desc.)
48. P / F - Steering column operation
49. P / F - Steering wheel buttons, radio/horn
50. P / F - Check head light switch/park function
51. P / F - Check high beam operation
52. P / F - Foglamp switch
53. P / F - Wiper function/ rear wiper function/ delay function
54. P / F - Check water spray operation
55. P / F - Parking Distance Control function (if in vehicle desc.)
56. P / F - iDrive function (if in vehicle desc.)
57. P / F - NAV system function (if in vehicle desc.)
58. P / F - OBC display / functions / outside air temp / clock
59. P / F - DSC/ASC on/off switch
60. P / F - Safety door locks operation – leave unlocked
61. P / F - Seatbelt operation/condition/chime & warning lights
62. P / F - Sunroof operation open/close/tilt
63. P / F - HVAC cold air temp \_\_\_\_\_ Blower operation
64. P / F - Heating / cooling displays
65. P / F - Air distribution controls / defrost operation
66. P / F - Rear HVAC operation
67. P / F - CD changer operation (if in vehicle desc.)
68. P / F - Radio/ cassette operation / all speakers
69. P / F - Check that all keys start the engine and are initialized

**EXTERIOR FUNCTIONS :**COMMENTS

- Exit vehicle with key
- 70. P / F - Security system function with remote
  - 71. P / F - Fog lamps/aim
  - 72. P / F - Turn signals (front & rear)
  - 73. P / F - Parking lamps
  - 74. P / F - License plate lamps
  - 75. P / F - Brake and high mount stop lamps
  - 76. P / F - Hazard flashers/parking lamps
  - 77. P / F -Tail lamps
  - 78. P / F - Reverse lamps
  - 79. P / F - All front lamps
  - 80. P / F - Fuel filler door & cap operation
  - 81. P / F - Front & Rear Wiper Blades (replace if needed)
  - 82. P / F - Washer jet function

**MECHANICAL INSPECTION -UNDERHOOD CHECKS**COMMENTS

Vehicle on ground- Before any road test (cold)  
(Perform appropriate maintenance  
service according to mileage.)

- 83. P / F - Radiator / reservoir / cap condition
- 84. P / F - Hoses and clamps condition / leaks
- 85. P / F - Check Coolant level / condition. Last flush: \_\_\_\_\_
- 86. P / F - Pressure test cooling system
- 87. P / F - Check Engine Oil level / condition
- 88. P / F - Change Engine Oil & Filter (if required)
- 89. P / F - Power Steering Fluid level
- 90. P / F - Brake Fluid level. Last flush: \_\_\_\_\_
- 91. P / F - Brake master
- 92. P / F - Clutch Fluid level
- 93. P / F - Clutch master
- 94. P / F - Clutch slave
- 95. P / F - Air Filter
- 96. P / F - Drive belt tension and condition
- 97. P / F - Valve cover seals
- 98. P / F - Water pump
- 99. P / F - Thermostat housing
- 100. P / F - Washer fluid level -Top off if needed
- 101. P / F - Fill I/C water bottle
- 102. P / F - Battery terminals (Mounting, cables, and ground straps)
- 103. P / F - Load test battery
- 104. P / F - Battery voltage @ idle: \_\_\_\_\_ volts
- 105. P / F - Charging system output: \_\_\_\_\_amps under max load
- 106. P / F - Shock absorbers F & R (bounce test)
- 107. P / F - Parking brake function

**MECHANICAL INSPECTION – UNDERCARRIAGE**COMMENTS

Vehicle on lift

- 108. P / F - Check tire pressure, tread depth, orientation and condition
- 109. P / F - Tire set matches? \_\_\_\_Y \_\_\_\_N
- 110. P / F - Wheels / wheel cover condition. O.E.M?
- 111. P / F - Check spare condition / pressure
- 112. P / F - Check wheel lug nut torque
- 113. P / F - Measure Front brake pad wear \_\_\_\_\_% remaining
- 114. P / F - Measure Rear brake pad wear \_\_\_\_\_% remaining
- 115. P / F - Check for fluid leaks
- 116. P / F - Exhaust system mounting
- 117. P / F - Rear muffler
- 118. P / F - Catalytic converter- condition, O.E.M?
- 119. P / F - Check steering linkage
- 120. P / F - Ball joints left / right
- 121. P / F - Idler arm
- 122. P / F - Tie rods left / center / right
- 123. P / F - Transmission mounts
- 124. P / F - Engine mounting
- 125. P / F - Shifter linkage
- 126. P / F - Flex disk
- 127. P / F - Check struts / leakage
- 128. P / F - Half shaft joints / boots torn
- 129. P / F - Check push strut bushings
- 130. P / F - Rear Differential fluid level and top off
- 131. P / F - Other fluid leaks/damage:
- 132. P / F - Frame or underbody damage

**ROAD TEST**

COMMENTS

- 134. P / F - Check engine performance (cranking, idle, accel., smoothness etc.)
- 135. P / F - Check transmission performance and warning lights
- 136. P / F - Check Hill Decent Control (model dependent)
- 137. P / F - Check clutch operation
- 138. P / F - Check clutch safety switch operation
- 139. P / F - Check steering wheel alignment
- 140. P / F - Check steering performance (return, free-play, tracking)
- 141. P / F - Check wheel balance (absence of vibration)
- 142. P / F - Check brake operation, shudder / shaking
- 143. P / F - Check suspension, EDC / Sport / Comfort modes
- 144. P / F - Check gauges/speedometer/odometer operation and Readings
- 145. P / F - Check turn signal operation and cancellation
- 146. P / F - Check cruise control operation
- 147. P / F - Check squeaks, rattles, vibrations, and wind noises
- 148. P / F - Check that all keys start the engine and are initialized
- 149. P / F - Check for any unusual noises

**POST ROAD TEST**

COMMENTS

- 150. P / F - Recheck coolant, power steering and ATF levels
- 151. P / F - Check for leaks under vehicle
- 152. P / F - Check electric cooling fans
- 153. P / F - Check for burning smells

**DETAIL AND FINAL PREPARATION** (Also refer to "BavPros Appearance Assurance Checklist" immediately prior to customer delivery.)

COMMENTS

- 154. P / F - Engine compartment
- 155. P / F - Trunk/cargo area
- 156. P / F - Interior Vacuum and install floor mats
- 157. P / F - Exterior
- 158. P / F - Glass, clean all glass
- 159. P / F - Door sills and jambs
- 160. P / F - Decal removal
- 161. P / F - License plates and frames
- 162. P / F - All keys / owners manuals/ booklets
- 163. P / F - Touch-up paint in glovebox

Tech name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Service mgr. name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Pre-Owned mgr. name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

I certify that the BMW identified by the vehicle serial number shown above has received a Pre-Owned Vehicle Inspection as prescribed by Bavarian Professionals., prior to retail delivery to the owner, and all items requiring correction or adjustment have been corrected or adjusted to specifications shown in the applicable BMW service manual